

## WHAT ARE THE REQUIREMENTS?

This pamphlet is designed to assist you and/or your state licensed building contractor to construct a room addition to an existing structure for living, sleeping or eating purposes that complies with minimum state and local building code and zoning requirements. Local zoning ordinances and building codes are provided to assure that all buildings within the city limits are located and built for safe occupancy and use. The City of Hinesville's **Department of Inspections** recognizes your efforts to improve and increase the value of your home and we appreciate the opportunity assist you with the planned construction.

## BUILDING PERMITS

A building permit is required for any type of room addition and for most alterations and renovations to pre-existing residential dwellings. You should call the office of the **Department of Inspections** and make an inquiry on whether a permit will be required for the work that you propose to have done to your home or surrounding property **before** you start the work. Additional fees may be applied to the permit fee if work is started before the permit is issued.

## WHO MUST OBTAIN THIS CONSTRUCTION PERMIT?

It is the sole responsibility of the home owner to ensure that all the necessary permits had been properly applied for and issued before allowing any work to start. It is highly recommended that the owner require any hired contractor to provide proof of state and local licensing requirements to operate a business to build, erect, alter or install building components and/or systems before signing any contractual agreements. It is also suggested that the person or persons who will be responsible for the construction work submit the permit application(s). The home owner is authorized to perform as the general contractor, project manager or job coordinator provided that the he or she lives in the building where the work is proposed to occur. **Inspection requests will be only accepted from the applicant to whom the permit was issued to.**

## WHAT IS THE PROCEDURE IN OBTAINING THIS PERMIT?

Either yourself, the owner of the property, your authorized agent or your licensed building contractor, must complete and submit the building permit application along with accompanying structural drawings with specific details of the proposed work for review for code compliance. This review is usually completed within 24 to 48 hours depending on the complexity of the proposed work. After the initial review of the proposed work is completed, the property owner or the licensed contractor will be contacted by our permit technician to schedule an appointment with the plans examiner, if necessary, to go over the details of the planned construction, to be informed of additional requirements or to be informed of the permit fees. After all fees has been remitted, your permit will be issued a permit number. This permit number will be your proof that the permit had been properly issued and construction work can begin.

## HOW MUCH TIME DO I HAVE TO COMPLETE MY PROJECT ONCE THE PERMIT IS ISSUED?

A permit is valid for one year after it is properly issued. However, if there is a lapse or delay of construction for a period longer than 6 months, the construction project will be assumed to be abandoned and the permit will become null and void. A new permit will be required before work is allowed to continue. If a long delay between work phases is expected, proper notification must be given in writing within 30 days of the work stoppage.



## WHAT INFORMATION SHOULD I PROVIDE ALONG WITH THE MAIN PERMIT APPLICATION?

The following information is required as attachments to the general building permit application:

- A copy of a scaled site survey or plot plan that include the property boundary lines, the footprint of existing primary building and any accessory buildings. Well, septic systems and easement locations must also be indicated.
- Scaled foundation, floor plan, floor framing, exterior and interior load bearing wall framing sections and roof framing plans. An engineering seal is not normally required unless unusual framing situations warrant one or where code references do not address methods that are beyond the scope of written reference documents available to the plan reviewer.
- Floor plans should identify the location of electrical outlets, fixtures, switches, smoke detectors and the main and sub-fed service panels.
- Manufactured component and systems specification data. An example of this would be engineered truss drawings for floor, roof systems or building kits, etc.. (If applicable)
- Electrical, plumbing and mechanical permits are required to be applied for separately from the main permit application. If the home owner is not the person performing the work, then a licensed professional installer must obtain the specific permit in order to complete the work.

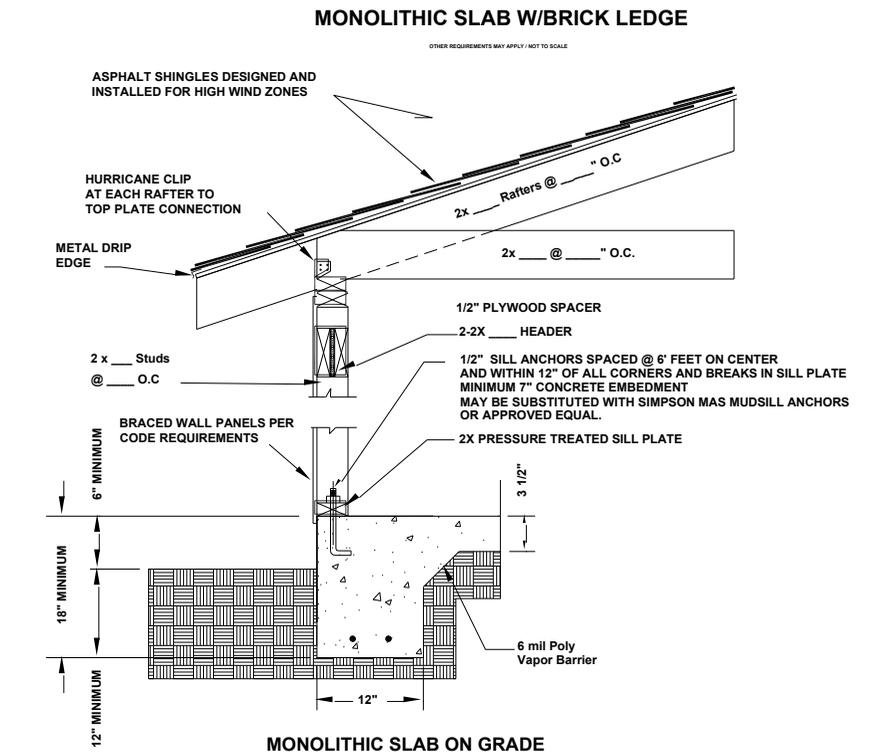
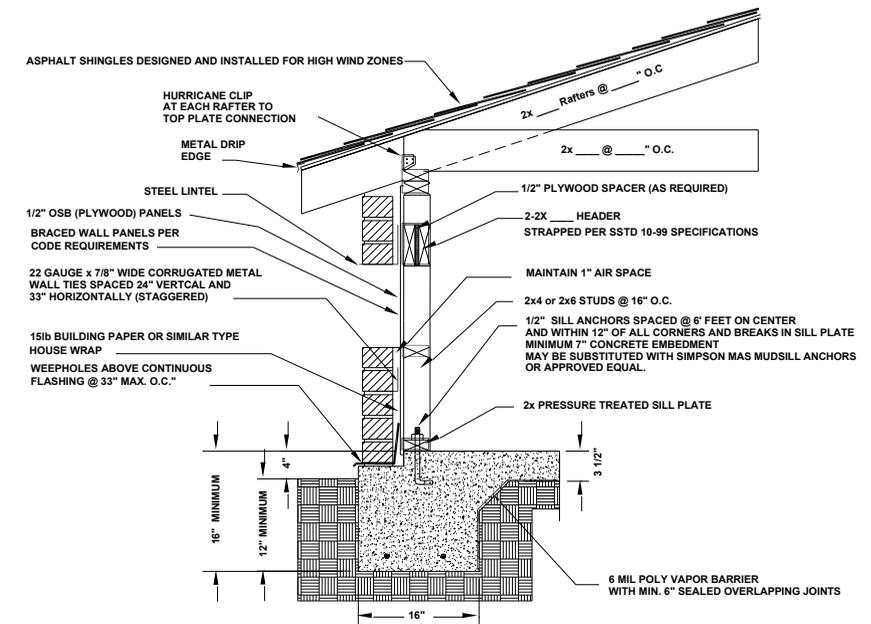
See examples on back panels of this pamphlet

## NOW THAT THE PERMIT HAS BEEN ISSUED, WHAT DO I DO NEXT?

After the permit has been issued, work may begin as soon as possible. Building is normally done in steps or *phases*. All work performed within a specific phase must be inspected and approved before the work of the next phase begins. There are usually four to six individual phase inspections required. The total number of inspections depends on the type of foundation system proposed to support the floor and wall systems. The required inspections are listed below in order of phase:

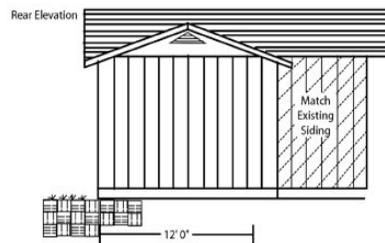
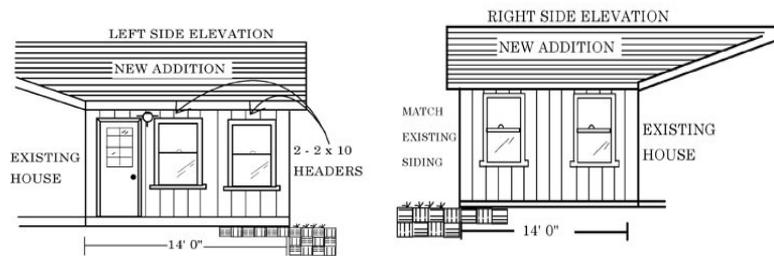
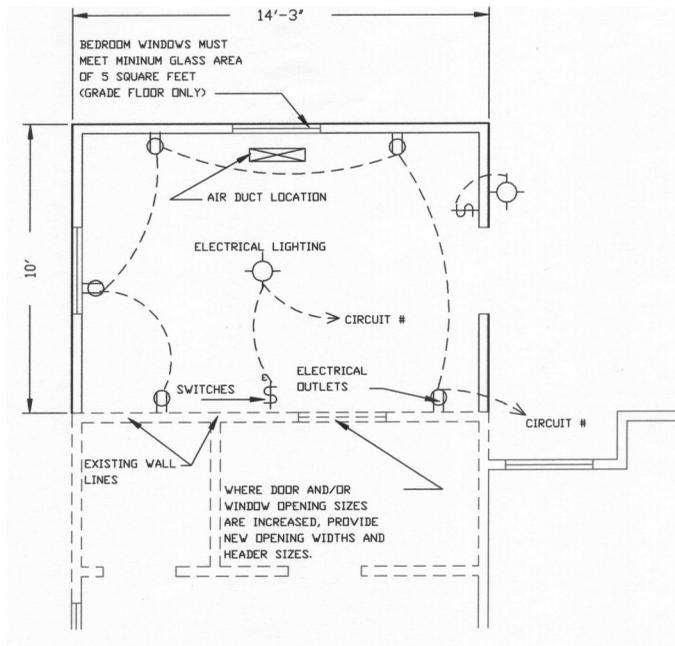
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| 1. Foundation                                    | Check size, placement of required reinforcement steel within footer trenches, width and depths of footer trenches and vapor barrier when required.   |
| 2. Floor system                                  | Wood floor joists checked for proper framing prior to applying floor sheathing or concrete slab preparation work prior to concrete placement.  |
| 3. Exterior Wall Sheathing And Anchoring Methods | Check nailing patterns and spacing for all exterior braced wall panels. Check proper spacing, type and sizes of sill plate anchors. Check installation of hurricane clips at roof rafter to wall top plate locations.                    |
| 4. General Framing                               | Check wall stud, ceiling joist and roof rafter spacing and span. Electrical rough wiring, plumbing and mechanical air duct installation. Check window thermal label values.  |
| 5. Final   | Complete installation of all structural framing members, electrical devices and fixtures, plumbing fixtures and mechanical air system. Installation of ceiling insulation. Check for proper function of electrical devices if energized. |

It is the responsibility of the permit holder to request all the required inspections. **All inspection requests should be made at least 24 hours prior to the inspection date.**

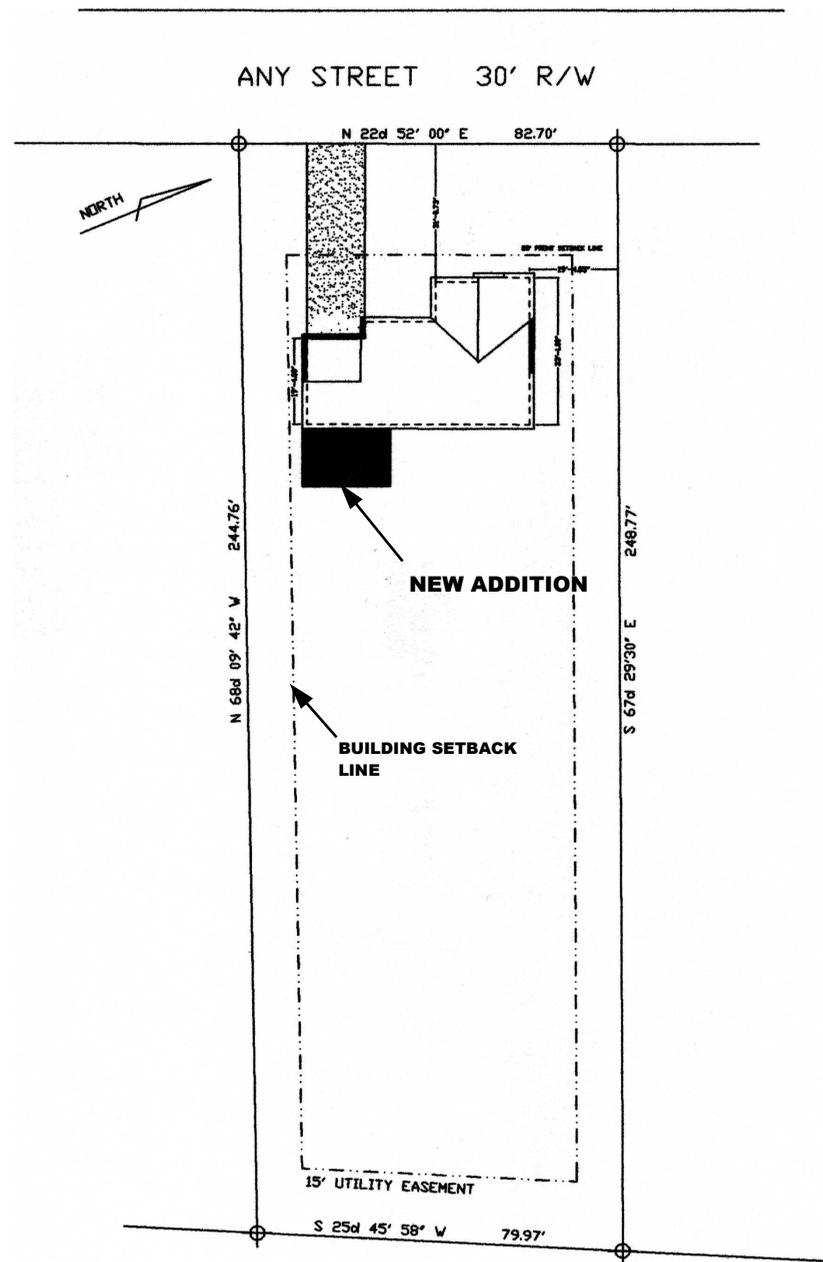


## TYPICAL BUILDING SECTION DETAIL

OTHER REQUIREMENTS MAY APPLY—NOT TO SCALE



**EXAMPLE OF FLOOR PLAN AND ELEVATION VIEWS**



**EXAMPLE OF A SITE SURVEY OR PLOT PLAN**

# BUILDING A ROOM ADDITION



AN INFORMATION PAMPHLET PROVIDED BY THE

CITY OF HINESVILLE  
 DEPARTMENT OF INSPECTIONS  
 (912) 876-4147  
 (912) 876-4770 (FAX)